

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS07921319

DATE POSTED: 07/01/21

POSITION NO: 235903

CLOSING DATE: 07/15/2021 by 5pm

POSITION TITLE: Administrative Assistant

DEPARTMENT NAME / WORKSITE: Division of General Services/Administration - Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ62A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>37,709.28</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>18.06</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Division Director, performs a full range of secretarial and administrative support work of considerable difficulty requiring specialized administrative knowledge, initiative, independent judgement, recommends resolutions to administrative matters; performs other duties as assigned. Initiates and maintains records of encumbrances and expenditures, budget estimates; Reviews, prepares and may authorize purchase requisitions and payment of invoices; Manages reconciliations; compiles financial information for special or periodic reports; Requisitions documents to ensure office is fully operational with supplies, equipment, and operational items. Preparation of documents, conduction inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements. Prepares, composes, and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems, and inquiries of visitors. May participate in hiring and performance appraisal processes. Review and responsible of incoming and outgoing correspondences and follow up on operational commitments. Provides and/or coordinates administrative office duties.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business or related field; and three (3) years of responsible office administration and management experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

FMIS Certification. Proficient in Microsoft Office software and other computer applications. Two (2) years of budget and financial management experience. Knowledgeable in all facets of office management and administrative support to include budget preparation, financial recordkeeping and reporting, monitors and administers corrective measures with established financial policies and procedures and procurement practices. Knowledge of policies, practices, procedures, methods, techniques, and terminology appropriate to assist at the Division level to ensure departmental operations are in compliance with established guidelines. Skill in operating various office equipment and a variety of computer software, i.e. word processing, and spreadsheet applications in preparation of reports, records and correspondences; maintenance of complex files/records; Skill in verbal and written communications, following complex oral and written instructions, policies and procedures. Ability to maintain and establish effective working relationships with others; Operate in a highly confidential environment and deal with employees and the public in a tactful and professional manner; Maintain effective and unbiased working relationships with supervisors and employees.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.